

# California Energy Commission



**CLASSIFICATION:** Accounting Technician

**TENURE:** Permanent

**TIME BASE:** Full-Time

**SALARY:** \$2,638 – \$3,209

(Salary will be adjusted accordingly to comply with state employee furlough program)

**LOCATION:** Accounting Office, Financial Services

**FINAL FILING DATE:** May 22, 2010

## DUTIES/RESPONSIBILITIES:

**RENEWABLE PAYMENTS:** Under the direct supervision of the Accounting Administrator I (Supervisor), the Accounting Technician processes Renewable claim forms for payment and acts as a liaison between the Accounting Office and program staff; processes CalCard monthly statements for payment; processes invoices for proposed new programs that will result in additional contracts, grants and loans.

## DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of state accounting procedures.
- Excellent interpersonal skills and the ability to communicate effectively with staff.
- Working knowledge of Microsoft Word and Excel.
- Outstanding attendance, punctuality, and dependability.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. *Please specifically state the basis of your eligibility for this classification on the state application form, STD. 678.* Applications will be screened for experience, and only the most qualified will be contacted for an interview.

## INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Kim DuVall – RPA #: 212-457  
California Energy Commission  
1516 9th Street, MS-19  
Sacramento, CA 95814  
(916) 654-4326

California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

E-mail: [kduvall@energy.state.ca.us](mailto:kduvall@energy.state.ca.us)

Pos # 2120-1741-016

RPA# 212-457

